



Operations

**PROGRAM ACTION DIRECTIVES (PAD)
AND PROGRAMMING PLANS (PPLAN)**

COMPLIANCE WITH THIS INSTRUCTION IS MANDATORY

AFI 10-501, 5 January 1994, is supplemented as follows:

NOTE: This supplement establishes procedures to effectively carry out the Air Intelligence Agency (AIA) programs that are designed to achieve the AIA commander's objectives. It describes the program, assigns responsibilities, outlines procedures, and tells how to keep the commander and interested agencies informed of progress through PPLAN reports. It applies to all HQ AIA major staff offices and all subordinate units. It does not apply to AIA-gained Air National Guard or Air Force Reserve units. This supplement provides detailed instructions for operating the system. Direct questions relating to administering the system to the Chief, Support Planning Branch (HQ AIA/XXU).

SUMMARY OF CHANGES

Modifies attachment 4 and changes office titles throughout publication. This revision deletes references to PAD, discontinues the publishing of PADs in favor of PPLANs; the new format is simplified.

3.2. (Added) Role of the System:

3.2.1. PPLAN Definition. A PPLAN is a management tool designed to aid in achieving the commander's objectives and implementing actions directed by higher authority. PPLANs state the objective, schedule tasks, assign the responsibilities, and provide a formal reporting system to keep the commander, staff offices, subordinate units, and other interested agencies and commands aware of accomplishments.

3.2.2. PPLAN Objectives. PPLANs are usually developed for significant AIA projects or problems that require broad staff and subordinate unit participation or long term monitoring of actions. PPLAN objectives include:

3.2.2.1. Introducing, converting, modifying, or further developing major intelligence collection or support systems, and communications security systems.

3.2.2.2. Activating, relocating, consolidating, realigning, and inactivating AIA units.

3.2.3. PPLAN System. To be effective, the PPLAN system must receive the attention and support of personnel who report to unit commanders and chiefs of major staff offices. Continuous coordination between PPLAN monitors, offices of primary responsibility (OPR), action officers, and action agencies is a key factor in the system's success. Since the PPLAN monitor is the commander's focal point for AIA PPLAN- management, OPRs and action officers must advise the originator of the latest PPLAN developments.

3.2.4. PPLAN Features. The system:

3.2.4.1. Forces detailed preplanning.

3.2.4.2. Assigns specific responsibilities for actions to be taken.

3.2.4.3. Establishes time-phasing to reach objectives.

3.2.4.4. Coordinates interrelated, functional, and staff actions.

3.2.4.5. Provides a common "road map" to all levels of command and concerned agencies.

3.2.4.6. Provides a means for monitoring progress toward achieving an objective.

3.2.4.7. Aids in identifying problems before they reach major proportions which could adversely affect the achievement of an objective.

3.2.4.8. Highlights major problems.

3.2.4.9. Keeps all levels of command advised of current status, problems, and slippages to ensure prompt, corrective action.

3.2.5 When To Use The System. Include significant projects or programs in the PPLAN system when any of the following conditions are met:

3.2.5.1. At least three major staff offices are extensively involved in achieving the objective.

3.2.5.2. An extended period of time is required to complete detailed action items.

3.2.5.3. A focal point is needed to monitor staff actions and keep the commander and concerned agencies informed of the status and progress.

6.3. (Added) AIA Responsibilities:

6.3.1. AIA Units:

6.3.1.1. Designate a unit PPLAN monitor to manage the system at the local level.

6.3.1.2. Appoint PPLAN action officers to ensure that PPLAN actions are completed as scheduled.

6.3.1.3. Prepare supplements, as required, to support command PPLANs in which the unit is tasked.

6.3.2. The HQ AIA PPLAN Monitors:

6.3.2.1. Review PPLAN requests, supervise command PPLAN development, and monitor progress of all current AIA PPLANs.

6.3.2.2. Publish AIA PPLAN changes and terminations.

6.3.2.3. Conduct review meetings.

6.3.2.4. Maintain a master PPLAN file containing HQ AIA PPLANs.

6.3.2.5. Resolve differences between PPLAN action officers and OPRs.

6.3.2.6. Conduct staff assistance visits to units requesting help in developing and applying PPLANs.

6.3.3. Unit PPLAN Monitors:

6.3.3.1. Review local PPLAN requests, supervise development of unit PPLANs and supplements to command PPLANs, and monitor unit progress in PPLAN programs.

6.3.3.2. Publish unit PPLAN changes and terminations.

6.3.3.3. Prepare and forward action agency or combined progress reports for HQ AIA PPLANs.

6.3.3.4. Conduct local review meetings.

6.3.3.5. Keep a master file of unit and HQ AIA PPLANs, including unit supplements.

6.3.3.6. Resolve differences between local PPLAN action officers or agencies.

6.3.3.7. Review applicable command PPLANs, determine (with the unit commander's approval) specific unit action agency tasking and reporting responsibilities, and distribute PPLANs to proper unit staff offices.

6.3.4. Offices of Primary Responsibility (OPR):

6.3.4.1. Develop draft PPLANs according to guidance in attachment 4.

6.3.4.2. Are aware of the status of all actions affecting the accomplishment of the stated objective.

6.3.4.3. Work with the PPLAN monitor and action officers to identify and resolve problems affecting the PPLAN completion.

6.3.4.4. Request PPLAN review group meetings, when necessary.

6.3.4.5. Present PPLAN briefings.

6.3.5. Action Offices (Staff Elements):

6.3.5.1. Recommend all projects, programs, and staff actions within its jurisdiction that meet AIA PPLAN criteria for inclusion in the system.

6.3.5.2. Ensure that PPLAN-related messages are coordinated with the PPLAN OPR, proper staff agencies, and the PPLAN monitor.

6.3.5.3. Appoint PPLAN action officers and alternates.

6.3.5.4. Submit new and revised PPLAN inputs and combined progress reports. Ensure that final and revised PPLAN inputs are accurate, coordinated with the PPLAN OPR, and submitted to the PPLAN monitor by the suspense date.

6.3.5.5. Take appropriate action on PPLAN-related problems and comments in reports.

6.3.5.6. Ensure that PPLAN action officers or knowledgeable representatives attend PPLAN review meetings.

6.3.6. Action Officers:

6.3.6.1. Develop new and revised PPLAN inputs and coordinate final submissions for the action office or agency.

6.3.6.2. Monitor the action office's or agency's and ensure that specific, functional actions involved in PPLAN actions are completed as scheduled.

6.3.6.3. Submit combined progress reports.

6.3.6.4. Prepare monthly progress reports.

6.3.6.5. Ensure that any required staff action is not delayed until PPLAN publication.

6.3.6.6. Attend review meetings.

6.3.7. Action Agencies:

6.3.7.1. Take actions as specified in the PPLAN.

6.3.7.2. Submit monthly progress reports according to paragraph 6.4.2.

6.3.7.3. Report significant PPLAN related problems.

6.4. (Added) PPLAN Procedures:

6.4.1. PPLAN Development:

6.4.1.1. Any major staff office may recommend that a PPLAN be developed on projects which meet the requirements of paragraph 3.2.4. Forward a recommendation for PPLAN development to the PPLAN monitor. Include:

6.4.1.1.1. The reason a PPLAN is considered necessary.

6.4.1.1.2. A brief statement of the objective.

6.4.1.1.3. The identity of the staff offices which are involved in achieving the objective.

NOTE: If the recommending office does not feel it should be the OPR, then identify the staff office which should perform this function.

6.4.1.2. The PPLAN monitor reviews the recommendation and, if the PPLAN OPR is other than the staff office which submits it, obtain the nominated OPR's concurrence. The PPLAN monitor obtains approval to proceed with the PPLAN.

6.4.1.3. The PPLAN monitor tasks the OPR to write a draft PPLAN according to guidance established in attachment 4, to show actions which must be accomplished to meet the PPLAN's objectives. This instruction provides guidance to action officers in preparing their inputs to the PPLAN.

6.4.1.4. All major staff offices receive the draft PPLAN for review and determine their functional responsibilities. When a major staff office must act to meet the PPLAN objective, it becomes a PPLAN action office. (If an office is not concerned with the PPLAN objective, that office will so advise the PPLAN monitor in writing.)

6.4.1.5. PPLAN action offices or agencies designate primary PPLAN action officers and at least one alternate. These individuals must have considerable knowledge about the functional actions required to achieve the PPLAN objectives.

6.4.1.6. Upon receiving the draft PPLAN from the PPLAN monitor, each PPLAN action officer:

6.4.1.6.1. Determines planning guidance (narrative) for the function to ensure that it complies with current policies and directives.

6.4.1.6.2. Using the draft PPLAN as a guide, determines responsibilities and progress reports, accomplishing the objective.

6.4.1.6.3. Designates an action agency responsible for performing specific actions. Do not use multiple action agencies for a single, time-phased action. Further point out complex tasks that involve more than one action agency. Use additional action items to clearly define each action agency's responsibility or task.

6.4.1.6.4. Estimates the time (start date and end date) required to complete each action.

6.4.1.6.5. Coordinates the draft PPLAN input within the action office or agency.

6.4.1.7. The PPLAN action office approves the draft PPLAN input and submits it to the PPLAN monitor with the names and telephone numbers of the PPLAN action officers.

6.4.1.8. The PPLAN monitor consolidates PPLAN inputs, prepares a final draft PPLAN, and forwards it to the PPLAN action offices for coordination along with a staff summary sheet.

6.4.1.9. After receiving the final draft of the PPLAN, each action office:

6.4.1.9.1. Reviews the entire PPLAN and ensures that policy and action items agree with other inputs and resolves discrepancies as required.

6.4.1.9.2. Indicates major staff office concurrence and returns the staff summary sheet, with appropriate comments, the PPLAN monitor.

6.4.1.9.3. Keeps the draft, for reference, until a signed copy is received.

6.4.1.10. The PPLAN monitor:

6.4.1.10.1. Changes the final draft PPLAN to incorporate comments and forwards the final to the OPR for concurrence.

6.4.1.10.2. Schedules a PPLAN Working Group meeting when necessary.

6.4.1.10.3. Finalizes the PPLAN and obtains the commander's or designated representative's signature.

6.4.1.10.4. After reproduction, enters the PPLAN into the proper distribution channels.

6.4.2. Progress Reports:

6.4.2.1. Method. Submit PPLAN reports and PPLAN-related problems electronically or by letter, whichever is more appropriate.

6.4.2.2. Submission. Reports should be current as of the date of submission. Include the status of all PPLAN actions which:

- 6.4.2.2.1. Were recently completed.
- 6.4.2.2.2. Require a change in completion dates.
- 6.4.2.2.3. Have problems that may delay their completion dates.

6.4.2.3. Instructions. Submit reports for AIA PPLANs according to the specific instructions in each PPLAN, using the following guidelines:

6.4.2.3.1. Action agencies submit, at a minimum, a detailed monthly progress report on the status of the current, time-phased, essential actions to their action office. Additional reports will be required by the PPLAN. Monthly reports are due to arrive by the first duty day of each month.

6.4.2.3.2. Three-letter action offices for each annex will submit a detailed summary on the status of current, time-phased essential actions, based on the action agency's reports and other reliable information. Forward reports to the PPLAN OPR and each action office affected, to arrive by the 7th duty day of each month unless otherwise notified by the PPLAN monitor. The action office having functional responsibility must answer action agency requests for additions, deletions, or changes to the PPLAN. The PPLAN OPR must concur on all actions.

6.4.2.3.3. Any action agency or office listed in the PPLAN may prepare a follow-up PPLAN progress report. This report is forwarded when the status of a major action item changes after the monthly progress report has been submitted. Send:

6.4.2.3.3.1. The report to the same office that received the last monthly or follow-up report with a copy to the PPLAN monitor.

6.4.2.3.3.2. The report at the earliest possible date.

6.4.2.3.3.3. Action agencies subordinate to an intermediate unit will include that unit as an information addressee on all PPLAN reports. If an intermediate unit disagrees with an action agency's PPLAN progress report, it will forward its disagreement and the reason to the appropriate OPR for resolution. Do this no later than the third duty day of the month. Include the applicable action agency as an information addressee.

6.4.2.4. Format. Forward electrical PPLAN progress reports at "routine precedence." In the subject line of both electrical and letter progress reports, enter: "Progress Report for PPLAN XX-X," and arrange the body of the report into four columns with the title names: "item number," "action agency," "status," and "remarks." List an item as either "complete," "behind schedule," or "change required." If it is behind schedule, give the revised estimated completion date and reason for the delay. If a change is required, state the change and rationale.

6.4.2.5. Significant PPLAN-Related Problems. Report problems which would delay completion, as they occur. Include current status in the next monthly report.

6.4.3. Review Meetings and Briefings:

6.4.3.1. After reviewing combined PPLAN progress reports, the monitor may meet with PPLAN action officers to review appropriate PPLANs. Action-office representation at review meetings is mandatory. If the primary or alternate PPLAN action officer cannot attend the review meeting, the action office will provide a knowledgeable representative.

6.4.3.2. The PPLAN OPR presents a PPLAN-status briefing to the commander and staff based on PPLAN progress reports on a quarterly or when necessary.

6.4.4. Changes:

6.4.4.1. Each PPLAN office advises action agencies within 5 days after receiving PPLAN progress reports of recommended changes that have been disapproved, including the reason for disapproval.

6.4.4.2. The PPLAN monitor prepares changes by combining monthly progress reports and other information, and sends messages (electronically) to all offices as needed. Hardcopy changes are normally issued when a significant

enough number of change requests are received to warrant a publication of a change. Pen-and-ink changes are issued as needed between formal change publications.

6.4.5. PPLAN Termination. A PPLAN is terminated when:

6.4.5.1. All major PPLAN actions are completed. The monitor coordinates and forwards a PPLAN termination request to the PPLAN approving authority and, if approved, publish a termination notice.

6.4.5.2. All major PPLAN actions have been completed and the remaining minor actions to achieve the PPLAN objective can be completed by normal staff action. The action office concerned with the remaining actions may forward a PPLAN termination request to the monitor, through the OPR. If the OPR concurs, the PPLAN monitor issues a termination request.

6.4.6. Maintaining Documentation. The PPLAN monitor maintains:

6.4.6.1. A master file of all PPLANs issued by the organization. The file for each PPLAN includes the initial draft, all coordination involved in creating the PPLAN, the changes published, progress reports, related correspondence, and the PPLAN termination notice.

6.4.6.2. A file of non-AIA PPLANs and PADs.

6.4.6.3. A file of subordinate unit PPLANs.

6.4.7. Format. Follow guidance provided in attachment

6.4.8. Specifications:

6.4.8.1. Authentication. Ensure that the last page of the basic PPLAN (narrative) contains the signature block.

6.4.8.2. Titles. Assign a long and short title to each PPLAN. The long title briefly and accurately describes the PPLAN objective. For example, AIA PPLAN 94-01, Reorganization of the National Capital Region Elements (U). It should be unclassified, if possible. If it is unclassified, indicate the long title on the front cover of the PPLAN. If the long title is classified, use an unclassified subjective title on the cover. For example, AIA PPLAN XX-X (S) 94th Intelligence Squadron (U). Explain the classification of the long and short titles in the preface.

6.4.8.3. Serial Numbers. The PPLAN monitor will assign numbers to new PPLANs (serially numbered by calendar year). The first two digits will be the year of publication and the second pair of digits are the serial number. For example, 94-05. Preface all PPLAN numbers with the designation of the originating agency.

6.4.8.4. Pagination. Number the record-of-changes page, preface, and contents page (if needed) in lowercase Roman numerals. The record-of-changes page will always be "i." Number pages of the basic PPLAN consecutively in Arabic numerals. Number an attachment within itself. For example, the first page of attachment 2 is A2-1, the second page A2-2. Use this same procedure for all other attachments.

6.4.8.5. Typing and Printing. Type PPLAN on standard size (8 1/2 x 11 inches) sheets.

6.4.8.6. Cover Pages. Use cover page illustrated in attachment 4 (8 1/2 x 11 inches).

6.4.9. Security Classification Instructions. See DoD 5200.1R/AFR 205-1 and USAFINTEL 201-1 for detailed guidance on classifying PPLANs. Explain all classification instructions in the preface.

6.4.9.1. When a wider local distribution would aid in carrying PPLAN tasking, sanitize the PPLAN by removing appropriate classified material, and then provide copies to unit functions or nonsensitive information-cleared organizations. If an unclassified version of the PPLAN is provided, ensure that it is handled "For Official Use Only."

6.4.9.2. If the PPLAN or PPLAN change is unclassified, type, stamp, or print For Official Use Only (in uppercase letters) on the bottom of the front cover, first page, and back cover.

6.4.10. Procedures for Distribution. The PPLAN OPR lists the proposed distribution in the final draft of each PPLAN. The PPLAN action officers review and amend the distribution attachment as required.

6.4.10.1. Distribute according to established policies and security directives.

6.4.10.2. Provide copies of PPLANs to all participating organizations and their higher headquarters as needed. Provide PPLANs to other agencies as needed.

6.4.10.3. Subordinate units will provide the Plans Division (HQ AIA/XRX) two copies of their PPLANs, supplements, and changes thereto.

6.4.11. Procedures for Changes:

6.4.11.1. Number changes consecutively with Arabic numerals by PPLAN. They are effective upon receipt unless a specific effective date is given. (In a change, refer to the title and date of the basic PPPLAN.)

6.4.11.2. Make minor changes by pen-and-ink. Identify changes by page, paragraph, and action required.

6.4.11.3. Use page replacement if lengthy changes are necessary. Refer to the page to be removed, and attach the new page to the change. Mark all page replacement changes with the change number and the date of the change.

6.4.11.4. After posting changes to the PPLAN, file PPLAN changes behind or next to the record-of-change in numerical order with the latest change on top.

6.4.12. Supplements. An action agency (unit) for the AIA PPLAN that wishes to develop a more comprehensive supplementary list of local, time-phased, essential actions using the format described in attachment 4, and attach that list to the basic PPLAN for use within the unit. Formal headquarters approval of unit PPLAN supplements is not required. The supplement is strictly for unit use in managing and implementing the HQ AIA PPLAN. However, major actions of possible interest to the headquarters or other units should be brought to the attention of HQ AIA/XRX for possible inclusion in the basic PPLAN, rather than routinely including it in the supplement.

Attachment 1 (Added) Terms

Terms (Added)(AIA)

(Added) Commander's Objectives. Broad statements of the AIA commander's goals and future actions required to attain these goals.

(Added) Command Projects. Important staff actions being taken to achieve the commander's objectives. Command projects are initiated to test and evaluate concepts, explore new methods and procedures, and determine whether follow-on programming or other staff action is required.

(Added) Command Programs. Documented and specific concepts, procedures, responsibilities, policies, and time phasing required to fulfill the commander's objectives. Programs implement command projects and support staff actions.

(Added) I-DATE (Implementation Date). When certain known actions must be taken to achieve the PPLAN's objective, and specific start dates depend on an approval date (such as, unit-activation, deactivation, relocation, approval of projects, funding, or manpower), use the arbitrary designator (I) in the Start Date column of the PPLAN. Often these action items are known to take a designated period of time to complete, but end dates cannot be determined until the approval date is known. Then, use the arbitrary designator (I+ or I-) in the End Date column. For example, list an action item that depends upon the PPLAN approval date and requires 30 days to complete as I in the "start date" column and I+30 in the "end date" column. If the item takes 30 days to complete and must be completed 7 days before the unknown approval date, list it as I-7 in the "start date" column and I-7 in the "end date" column.

(Added) PPLAN. A formal planning document written below HQ USAF-level that helps accomplish and record major actions. A PPLAN is a management tool designed to aid in achieving the commander's objectives and implementing actions directed by a higher authority. In contrast, at HQ USAF level, Program Action Directives (PADs) and Program Guidance Letters (PGLs) are used. Refer to AFI 10-501 for details on these documents.

(Added) PPLAN OPR. The single staff office having primary functional responsibility for ensuring that the stated objective of the PPLAN is met. Normally, only one OPR is designated for each PPLAN.

(Added) PPLAN Action Office. The major staff element (two-letter office symbol) or subordinate unit (three-letter office symbol) responsible for ensuring that PPLAN actions taken within its functional area annex are performed by the responsible action agencies.

(Added) PPLAN Action Agency. Usually a four-letter office symbol, this is the working-level unit of the staff element or subordinate unit which is responsible for completing or contributing to an action item of a PPLAN as shown in the "Action Agency" column of a PPLAN (See attachment).

(Added) PPLAN Monitor. The office responsible for administrative management of the PPLAN system.

Support Planning Branch (HQ AIA/XXRU). The agency PPLAN monitor for all PPLANs. At subordinate units, the commander appoints a single point of contact to act as PPLAN monitor and advises HQ AIA/XXRU of the office symbol to aid in distributing new PPLANs and subsequent PPLAN changes.

(Added) PPLAN Working Group. A working group, for a specific PPLAN, consisting of the OPR, monitor, and a representative from each relevant action office or agency.

JAMES J. ROMANO, Colonel, USAF
Director of Plans and Requirements

1 Attachment

4. (Added) Sample PPLAN Format and Guidelines

Sample PPLAN Format and Guidelines

Purpose. When accomplishing Programming Plan, follow the examples provided in this attachment.

Figure A4.1. Cover Page.

FOR OFFICIAL USE ONLY

<p>SAMPLE PROGRAMMING PLAN</p> <p>(NUMBER)</p> <p>(TITLE)</p>
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1 OCTOBER 1998

AIR INTELLIGENCE AGENCY

FOR OFFICIAL USE ONLY

Figure A4.2. Sample Record of Change.

PPLAN XX-XX				
Record of Change				
Change No.	Date Received	Date Entered	Date of Change	Entered By
1	28 JAN 94	28 JAN 94	15 JAN 94	(SIGNATURE)
2	Changes are effective on date of receipt unless otherwise indicated.			

NOTE: Center page numbers at the bottom of each page.

Figure A4.3. Sample Preface.**PPLAN XX-XX (U)****PREFACE**

A4. 1. The long title of this document is AIA PPLAN XX-XX, (classification and title). The short title is AIA PPLAN XXXX, (classification and title). (See NOTE 1.)

A4.2. Persons receiving this information will also be given its classification and its limitations for further disclosure or use. (See NOTE 1.)

A4.3. The custodians of this document will safeguard it to prevent unauthorized access. (See NOTE 1.)

A4.4. This PPLAN is classified according to subject matter, as directed by (message, letter, document, issuing headquarters, and date). (See NOTE 2.)

A4.5. Downgrade or declassify this PPLAN according to the instructions on the-cover. (See NOTE 2.)

A4.6. Classification of each page is based on contents of that page. The cover page carries the highest classification of the overall PPLAN. (See NOTE 2.)

A4.7. PPLAN recipients are authorized to extract and reproduce those unclassified and non-SI parts of this document which are essential to the mission. Essential SCI-related material may be extracted, sanitized, reproduced, and disseminated to authorized individuals who have actions in the PPLAN. PPLAN users are responsible for proper security classification of sanitized information. Information that is sanitized to unclassified is handled as "For Official Use Only." (See NOTE 2.)

A4.8. Classify any communication which refers to the details of this plan according to the content of such communications. (See NOTE 2.)

A4.9. Do not return this copy; destroy as applicable. (See NOTE 2.)

A4.10. On (date or upon receipt), this PPLAN supersedes PPLAN XX. (See NOTE 3.)

A4.11. Special Handling Required, Not Releasable To Foreign Nationals. The information in this document will not be disclosed to foreign nationals or their representatives. (See NOTE 4.)

A4.12. This PPLAN is unclassified and does not come within the scope of directives governing the protection of information affecting the national security. Although unclassified, it is For Official Use Only. (See NOTE 5.)

A4.13 Destroy this PPLAN when superseded.

A4.14. Upon implementing this PPLAN, the classification is (state, and give downgrading instructions). (See NOTE 6.) (CLASSIFICATION)

NOTES:

1. Include this paragraph in all PPLANs.
2. Include this paragraph in all classified PPLANs.
- 3 Enter this remark on all PPLANs that supersede previously published PPLANs.
4. Enter as appropriate and ensure cover is also annotated.
5. In all unclassified PPLANs, enter this paragraph. Mark cover For Official Use Only.
6. Enter as appropriate.

Figure A4.4. Sample Table of Contents.**PPLAN XX-XX (CLASSIFICATION)****TABLE OF CONTENTS**

	Paragraph	Page
Objective.....	1	1
Participating Organizations.....	2	
Authority	3	
References	4	
Background	5	
Assumptions	6	
Planning Guidance.....	7	
Implementation and Control	8	
Attachments		
1. PPLAN Working Group		A1-1
2. Time-Phased Essential Actions		A2-1
3. Distribution List.....		A3-1

NOTE: The use of a table of contents page is optional depending upon the volume of PPLAN. If one is needed this example provides the layout necessary.

(CLASSIFICATION)

Figure A4.5. Sample Programming Plan.

PROGRAMMING PLAN XX-XX	PPLAN XX-XX ()	(UNIT DESIGNATION) (UNIT LOCATION) (DATE)
(TITLE)		
<p>A4.1. () Objective (). Briefly describe the program objective to include required date of completion.</p> <p>A4.2. () Participating Organizations (). List all organizations directly involved in accomplishing the PPLAN objective.</p> <p>A4.3. () Authority (). List documents, messages, and letters that authorize the objective.</p> <p>A4.4. () References (). If applicable, list other documents, messages, and correspondence that relate to the objective.</p> <p>A4.5. () Background (). Provide a narrative outline of program origin and progress to date.</p> <p>A4.6. () Assumptions (). List unresolved events that are essential to accomplish the PPLAN objectives.</p> <p>A4.7. () Planning Guidance (). Include general policy, instructions, and special considerations (examples of specific actions are listed on under Time-Phased Essential Actions) for the following paragraph. Use attachments to illustrate data if desired. Use subparagraphs as applicable.</p> <p style="margin-left: 20px;">a. () Operations.</p> <p style="margin-left: 20px;">b. () Communications.</p> <p style="margin-left: 20px;">c. () Plans.</p> <p style="margin-left: 20px;">d. () Personnel.</p> <p style="margin-left: 20px;">e. () Logistics.</p> <p style="margin-left: 20px;">f. () Engineering and Service.</p> <p style="margin-left: 20px;">g. () Comptroller.</p> <p style="margin-left: 20px;">h. () Security.</p> <p style="margin-left: 20px;">i. () Administration.</p> <p style="margin-left: 20px;">j. () Information.</p> <p style="margin-left: 20px;">k. () Staff Judge Advocate.</p> <p style="margin-left: 20px;">l. () Other Functions.</p> <p>A4.8. () Implementation and Control:</p> <p style="margin-left: 20px;">a. () Implementation. Provide specific instructions for implementation, modifying, and accomplishing PPLAN actions.</p> <p style="margin-left: 20px;">b. () Program Management. Outline management, reporting, and coordinating procedures.</p>		

FOR THE COMMANDER

(SIGNATURE BLOCK)

JAMES R. BAKER, Brigadier General, USAF
 Commander

Figure A4.6. Sample Time-Phased Essential Actions.

PPLAN XX-XX			
TIME-PHASED ESSENTIAL ACTIONS			
Action	Action Agency	Start	End
E. PLANS AND RESOURCES (Monitoring Agency: AIA/XRX)			
E1. Consolidate staff inputs and conduct staff coordination on this PPLAN	AIA/XRX	15 Jan 94	15 Apr 94
E2. Schedule and conduct Site Survey	AIA/XRXU	15 Jan 94	15 Apr 94

NOTES: In line with AFI 10-501, the annexes should be listed as follows:

Annex A - Concept of Operations; Milestones

Annex B - Power and Organization

Annex C - Personnel Actions (Military and Civilian)

Annex D - Comptroller-Funding

Annex E - Plans and Resources

Annex F - Engineering and Services-Environmental Impact Analysis Process

Annex G - Logistics

Annex H - Command, Control, Communications, and Computers

Annex J - Public Affairs

Annex O - Operations

Annex P - Security

Annex X - Distribution

***Delete or add annexes as required.**

Figure A4.7. Sample PPLAN.**PPLAN XX-XXX (CLASSIFICATION)**

Internal Distribution

DO.....	2
LG.....	1
XR.....	2
67 IW/XP.....	2

External Distribution

HQ USAF/INXY.....	1
HQ ACC/XPPB	2
HQ PACAF/INX.....	1
Total	11

NOTES:

1. List internal distribution of the organization publishing the PPLAN, as well as subordinate recipients.
2. List distribution to other organizations outside of the AIA structure.